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# *TRAINING LESSON PLANS*

*AN INTRODUCTORY GUIDE*

# *THE KEY ELEMENTS*

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- *CLASSROOM ENVIRONMENT.*
- *STUDENT MOTIVATION.*
- *INSTRUCTIONAL METHODS.*
- *THE LESSON PLAN.*
- *EVALUATION - BOTH STUDENT AND INSTRUCTOR.*

# *CLASSROOM ENVIRONMENT*

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- *CONTROLLED*
- *SAFE*
- *RELAXED*
- *COMFORTABLE - BOTH PHYSICAL  
AND PSYCHOLOGICAL*

# *STUDENT MOTIVATION*

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- *MAKE SUBJECT INTERESTING (QUOTES, STORIES, STATS).*
- *ESTABLISH OBJECTIVES / GOALS.*
- *PROVIDE FEEDBACK (EVALUATION).*
- *SHOW INTEREST IN STUDENTS.*
- *ENCOURAGE PARTICIPATION.*

# *INSTRUCTIONAL METHODS*

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- *LECTURE*
- *DEMONSTRATION*
- *REPETITION / PERFORMANCE*
- *ROLE PLAYING*
- *CASE STUDY*
- *DISCUSSION*

# *THE LESSON PLAN*

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## *THREE BASIC ELEMENTS*

- *LESSON INTRODUCTION*
- *LESSON PRESENTATION*
- *LESSON SUMMARY*

# *LESSON INTRODUCTION*

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- *CAPTURE STUDENT ATTENTION.*
- *STATE LESSON OBJECTIVE / GOAL (KNOWLEDGE AND/OR SKILL).*
- *OUTLINE SCOPE OF LESSON.*
- *EXPLAIN METHODS TO BE USED.*
- *LET STUDENTS KNOW WHAT TO EXPECT.*

# *LESSON PRESENTATION*

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- *BE FAMILIAR WITH MATERIAL.*
- *KNOW YOUR LESSON PLAN AND OBJECTIVES.*
- *PRESENT IN LOGICAL SEQUENCE.*
- *USE TRAINING AIDS.*
- *KEEP DIGRESSION TO A MINIMUM.*
- *AVOID "OVER TEACHING" AND VERBATIM READINGS.*

# *LESSON SUMMARY*

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- *RECAPTURE ATTENTION.*
- *BRIEFLY REVIEW MAIN POINTS.*
- *ASK REVIEW QUESTIONS.*
- *FINISH WITH POSITIVE STATEMENTS ABOUT THE IMPORTANCE OF THE TOPIC AND STUDENT RESPONSIBILITIES.*

# *EVALUATION*

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- *ORAL*
- *WRITTEN*
- *DEMONSTRATION / PERFORMANCE*
- *SELF ASSESSMENT*
- *FOR BOTH STUDENTS AND INSTRUCTOR*

# *FINAL THOUGHTS*

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- *FIND YOUR OWN STYLE.*
- *BE SENSITIVE TO STUDENT NEEDS.*
- *BE PROFESSIONAL.*
- *AVOID ARGUMENTS.*
- *CONTROL DISTRACTIONS.*
- *BE FAIR.*
- *BE CONSISTENT.*